

PY 2021 CSBG-D Grants

For the 2021 State Program Year, IHCD will issue a separate CSBG discretionary (CSBG-D) grant award for the following types of expenses: staff and board development, TTA to correct deficiencies identified during monitoring, and any additional TTA that IHCD deems necessary.

Staff/Board Development Funding

Using 2020 Discretionary funds, IHCD will offer additional funding to CAAs to support staff and board training and professional certifications. CAAs had to “opt-in” in order to access the funds through a survey sent in the last quarter of 2020. If a CAA responded “yes” on that survey, \$2,000 will be provided through the CSBG-D award, specifically to the budget line “Staff Development.”

When an agency “opted in” to use these funds in the survey, they had to provide a brief explanation of who they are considering using the funds for and for what types of trainings or certifications. That plan may change and CAAs do NOT need prior approval if their final expenses do not match their original proposal, as long as they follow the restrictions outlined below:

1. Initial funds are from IHCD's 2020 award, and so must be spent by 9/30/21, and claimed by 11/15/21.
2. They are separate from the 90% funds CAAs receive in regular CSBG funding and so will not impact a CAA's Administrative percentage.
3. These funds may NOT be used in place of training funds provided by other programs, such as T/TA funds in Weatherization.
4. There is a cap of \$500 per person. CAAs can spend less than that and support more than four individuals with these funds, but they cannot spend more than \$500 on a single individual.
5. At least one person must be a board member and one person in a non-management role.
6. Allowable expenses include training/conference registrations, certification fees and travel costs, including meals.
 - Because IHCD plans to support INCAA's conference in other ways with CSBG funds, these funds may not be used to send CAA staff to INCAA's conference. They may however be used to send board members to INCAA's conference.

Claims on those funds must be reimbursement-based and have supporting documentation such as invoices and receipts. **Once the \$2,000 has been spent, the CAA will need to report which staff positions were supported with the training funds and they type of training they received.**

Monitoring T&TA Funding

In addition to Staff/Board development funds, CAAs will have the opportunity to request direct assistance after their CAR monitoring review has begun. A CAA can email a funding request, using the subject line “Monitoring TTA Funding Request,” to the CSBG inbox (CSBG@ihcda.in.gov) at any point between their CAR Monitoring beginning and 60 days after the IHCD CSBG Monitor has sent the CAR Monitoring Report. This option is available to all monitored agencies, not just those on Quality or Modified Quality Improvement Plans.

Within the email proposal to IHCD staff, the CAA must address the following questions either in the body of the email or in a separate attachment:

1. Which deficiency or deficiencies do you plan to address with this funding request? Include the Federal or State Organizational Standard number and where the deficiency was first noted (CAR Monitoring Report, Observational Report, notes from the IHCD Monitor, etc.)
2. How will you address the deficiency or deficiencies? Include a general description of actions, a brief timeline and note if a contractor will be involved; if a contractor is involved, attach their scope of work to the email request.
3. How will you spend your requested funding? Please use the table below:

Expense Type	Expense Amount
<i>Ex: contractor, materials, etc.</i>	
TOTAL:	

CAAs may make requests of up to \$10,000; if a CAA has a severe need for more funds, they may note that in their request for IHCD to consider increasing their award. If approved, those funds will be added to the CAA's CSBG-D award via an award amendment and will be added to their budget line items as "Monitoring TTA." Allowable expenses include contractor fees, as well as staff time and other costs on a case-by-case basis. Claims on those funds must be reimbursement-based and have supporting documentation such as invoices and receipts.

Other Direct T&TA Funding

IHCD may, at its discretion and based on available funds, offer additional funds to an agency to address a deficiency that is discovered outside of the monitoring process. If that happens, those funds will also be added to a CAA's CSBG-D award via an award amendment; the funds will be added to the award budget with the line item "General TTA."